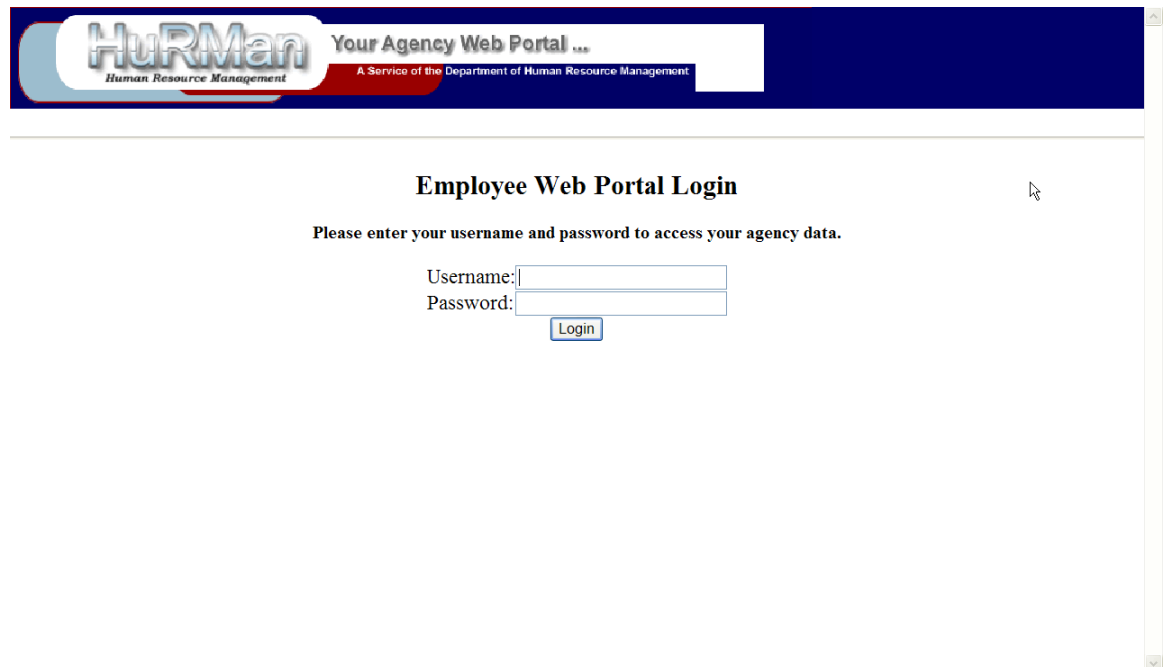## New Look and Feel for the Agency Repository

The current Agency Repository is an online folder structure with files available for download. For some, the number of files and lack of search capabilities make finding files a tedious process. In addition, automated processes frequently throw errors when files are moved during archiving and those processes are unable to find the files they need. To fix this issue, and to improve search capabilities, the Agency Repository is being migrated and enhanced.

Instead of logging into a separate application for accessing agency files, a web friendly process has been created for use under a newly upgraded security wrapper. The rest of this document will walk through the use of the new system.

To use the new system, you must first login to the new security wrapper. The new security wrapper uses the same username and password used for the previous security wrapper. (Security wrapper changes will be documented in the current security wrapper.) The login screen is shown below:
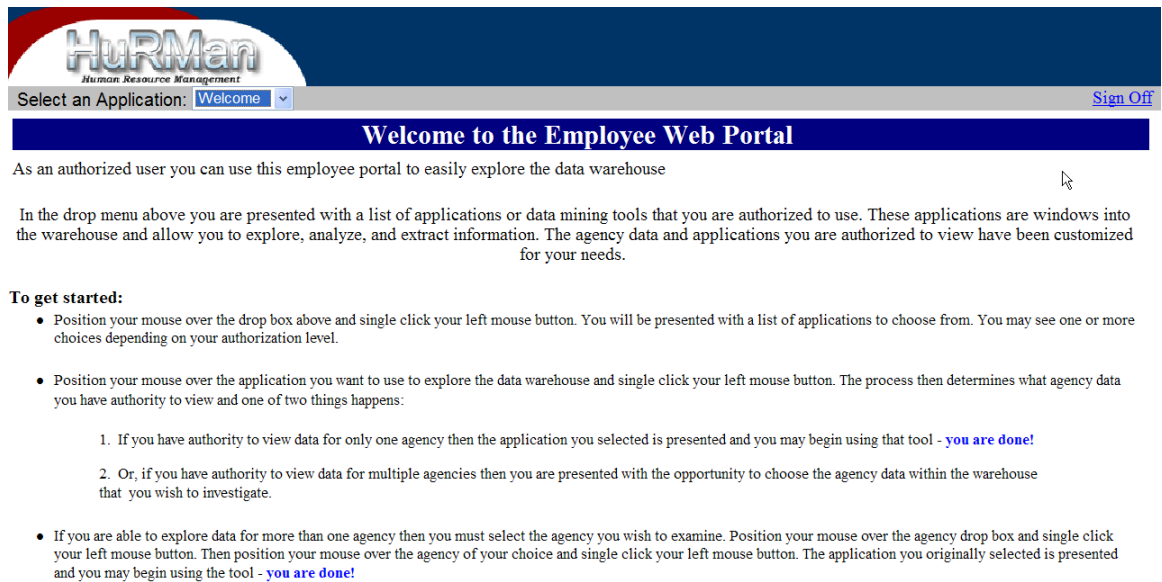
Once logged in, the welcome screen will be visible, displaying applications available for use. The welcome screen looks like the previous welcome screen, as shown below:
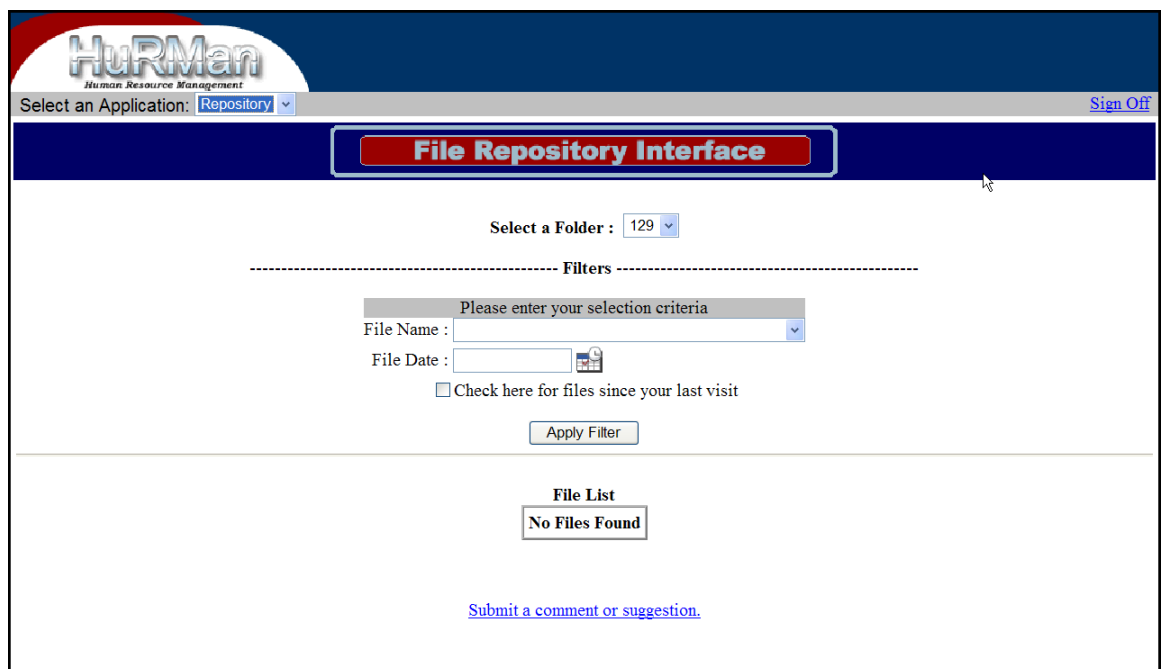

In the gray menu bar is a drop down list of applications you have access to. The Agency Repository application is simply called Repository. Select that application to view the new File Repository Interface. If you do not have an application called Repository in the drop down list, then you do not have access to it and you will have to submit a request to gain access. Below is a picture of the new File Repository Interface:

The "Select a Folder" drop-down list may contain only one agency number or may include many if you have access to more than one agency. The drop-down list of file names is populated with all files available to you for the selected agency folder. You can also select a specific date to filter the file list. The "Check here for files since your last visit" checkbox will filter so that only new files added since your last visit are displayed. The "Apply Filter" button will apply the filter you have selected, allowing you to find what you are looking for quickly.

You may notice some of the files in the list have descriptions entered by the report owner allowing for easier identification of reports. If you have a suggestion about extra listing features for a report, please include the report file name when submitting your suggestion. To submit a comment or suggestion for the development team, click the "Submit a comment or suggestion" link.